

BUNDLE LISTINGS
VEHICLE INDUSTRY REGISTRATION PROCEDURES

28

<i>Title</i>	<i>Page</i>
28.000 Introduction	28-2
28.010 Completing a <i>Transmittal of Registration Applications</i> (FO 247)	28-2
28.020 DMV Processing of the Transmittal of Registration Applications	28-4

Bundle Listings

28.000 Introduction

The department furnishes *Transmittal of Registration Applications* (FO 247) forms for dealers and other industry to list registration applications submitted to a DMV Business Service Center (BSC) or Industry Service Center (ISC).

- The transmittal form provides dealers and the department a means of tracking applications.
- Up to 10 transactions may be listed on each transmittal.

NOTE: Contact your local DMV office to determine if any transactions may be processed over-the-counter or dropped off for later processing without a transmittal.

28.010 Completing a *Transmittal of Registration Applications* (FO 247)

- The *Transmittal of Registration Applications* (FO 247) must be submitted in duplicate, but may be prepared in triplicate if a receipt for the applications is requested before being processed.
 - A separate check for each transmittal is preferred, but not required.
 - Check with your local DMV office.
- After the transactions are processed, the original FO 247 is retained by the department and the duplicate is returned to the submitter, along with a reconciliation report and any returned items.
 - The objective of using the transmittal is clarity.
 - Therefore, if necessary, use two lines for an entry rather than crowding the information on one line.
 - Notations, such as “posting fees only,” may be shown on the transmittal.

Completing Dealer’s Portion of FO 247

Follow the chart to complete the dealer’s portion of the FO 247:

Completing Dealer’s Portion of FO 247

<i>Step</i>	<i>Action</i>
1	Enter the dealer/registration service/industry information in the heading.
2	Check “credit” if you want a credit receipt for the excess fees or “refund” if you want a check to be issued from DMV headquarters for the excess fees. NOTE: This applies to the entire bundle and cannot be split.

Completing Dealer's Portion of FO 247 (continued)

<i>Step</i>	<i>Action</i>
3	<p>Indicate if you want the completed transmittal to be picked up or mailed upon completion.</p> <ul style="list-style-type: none"> • All Incomplete Applications (RDF's) will be returned with the completed transmittal and reconciliation report whether picked up or mailed. • In most cases, the license plates, registration cards, and stickers will be mailed to the customer directly unless you indicate that you want all plates, registrations, and stickers returned directly to you for handling. <p>NOTE: Contact your local field office to determine the “pick up” and “mail” policy, since some DMV offices, CRC and BSC may not allow industry to pick up completed work.</p>

List each application in the shaded area of the form as follows:

Completing Shaded Area of FO 247

<i>Column</i>	<i>Information</i>
1	Vehicle Identification Number or license number.
1a	<p>Name of buyer.</p> <p>For transactions such as renewals, legal owner transfers, etc., show the current owner's name.</p>
2	<ul style="list-style-type: none"> • Report of sale (REG 397 or REG 51) number, if a dealer. • Acquisition number (REG 42), if a dismantler. • All others, leave blank
3	Check if the vehicle is new.
4	Check if the vehicle is used.
5	Date of sale or acquisition number, if applicable; leave blank if no sale involved.
6	<p>Amount of DMV fees collected from the customer.</p> <p>For non-dealer transactions, include the use tax collected.</p>
7	<ul style="list-style-type: none"> • Receipt number of any previously issued credit for the vehicle (e.g. 625050108B30050). • Do not list prior bundle credit amounts in this column.
7a	Dollar amount of the credit listed in column 7.

Completing Shaded Area of FO 247 (continued)

<i>Column</i>	<i>Information</i>
7b	<ul style="list-style-type: none"> Amount of cash or check submitted on this transmittal in addition to any amount shown in column 7a. Include amounts of dealer credits for refunds from prior bundles as part of this column.
7c	Total of columns 7a and 7b.

NOTE: In the **shaded box** labeled “Submitter’s Comments”, put any comments that will be helpful to DMV in processing your transactions, such as “Call Tina for additional fees,” etc. and sign where indicated.

All other information will be completed by the department.

28.020 DMV Processing of the *Transmittal of Registration Applications* (FO 247)

When a *Transmittal of Registration Applications* (FO 247) is received by DMV, a departmental employee will:

- Verify the number of applications received.
- Assign a “bundle” number for control purposes.
- Enter the received or postmarked date based on type of delivery (direct or mail).
- Complete the receipt information portion of the FO 247.

The following chart is provided to assist you in reading the completed *Transmittal of Registration Applications* (FO 247).

***Transmittal of Registration Application* (FO 247)**

<i>Field</i>	<i>Description</i>
LIST NO.	The unique number assigned to the bundle by the office.
DATE RECEIVED OR POST MARKED (CIRCLE)	The date the bundle was received by DMV, if brought into the office, or postmarked, if mailed. Whether it was brought in or mailed will be circled by the person receiving it.
REC'D BY DEPT. REP. NAME	The name of the person at DMV accepting the transmittal and applications.
NO. OF APPS	The number of applications received by that person.
DATE	The date that person received the applications.
CASHIER'S DATE STAMP/ SEQ. NUMBERS	The cashier's date stamp and sequence numbers of the transactions processed when the bundle was cashiered.

Transmittal of Registration Application (FO 247) (continued)

<i>Field</i>	<i>Description</i>
SR/AR CREDIT	Box marked if a credit receipt was issued for the excess fees.
RO (HQ/REF)	Box marked if a refund check will be issued for the excess fees.
TOTAL CK/CASH	The amount of check(s) and/or cash submitted on the bundle.
TOTAL PRIOR CREDIT	The amount of prior credit receipts submitted on the bundle, not including those receipts identified to a specific vehicle.
TOTAL AMT. REC'D	The total of the cash, checks, and credits received on this bundle (should equal the amount in column 7c).
SR/AR ISSUED (MASTER RECEIPT)	The receipt number issued for the total of the cash, checks, and credit received (the credits submitted on individual transactions will not be included in the master receipt).
CK#/PRIOR CREDIT#	The check number you submitted and the receipt number(s) of any prior dealer bundle credits submitted.
FEES PAID AFTER SUBMISSION OF THIS LIST	If additional fees were requested, the amount of additional fees paid.
SR/AR# ISSUED	The receipt number for the additional fees.
BY (DEPT. REP)	The name of the person accepting the additional fees.
DATE REQUESTED/ AMT. REQUESTED/BY	The date the additional fees were requested, the amount requested, and the name of the representative who requested the additional fees.
DATE REC'D.	Date the additional fees were received.

**28.020 DMV Processing of the *Transmittal of Registration Applications* (FO 247),
*continued***

- *After* the DMV has processed the applications:

<i>If the fees submitted...</i>	<i>then...</i>
are not sufficient	<ul style="list-style-type: none"> • Additional fees will be requested. • DMV office procedures determine: <ul style="list-style-type: none"> — how additional fees are requested, and — when applications will be returned if additional fees are not received promptly.
exceed the amount due	<ul style="list-style-type: none"> • A credit receipt or refund check will be issued to the submitter or dealer. • Excess fees are programmatically absorbed on dismantler bundles.

IMPORTANT: A dealer who collects more fees from a customer than are due to DMV must refund the overpayment to the customer. (VC §11713.4)

- The submitter’s copy of the transmittal, the Bundle Reconciliation Report, and any returned (RDF) items are returned to the submitter.
 - If Administrative Service Fees (ASF) are due, the information will be shown on the transmittal.
- Any receipts, registration cards and/or stickers issued are disbursed in accordance with the instructions on the transmittal.
 - The central license plate facility in Sacramento normally issues any required license plates/stickers and registration cards.
- The department will indicate the excess fees paid in the “Amount of Refund” column.
 - You will be responsible to refund to your customer accordingly or have evidence that such fees were never charged and/or collected from your customer.